STATE OF INDIANA

ACCOUNTING AND COMPLIANCE GUIDELINES MANUAL – STATE AGENCIES

This manual is published and maintained by the Indiana State Board of Accounts. Various state agencies, including the Auditor of State, Treasurer of State, and State Budget Agency, along with others as applicable, were consulted in the production of the manual.

TABLE OF CONTENTS

Organizational Overview

An overview of state government and responsibilities of all agencies with regard to the financial records of the state

Chapter 1 - Accounting System and Processes

An explanation of various accounting terms, basic accounting theory, and examples of acceptable accounting entries in ENCOMPASS

Chapter 2 - Internal Controls

The 5 components of internal control and applications of each in the governmental environment

Chapter 3 - Accounting for Budgets

The State of Indiana budget structure; how it works and how it is implemented in ENCOMPASS

Chapter 4 - Accounting for Revenues

A description of the various types of revenue and how transactions for each should be recorded

Chapter 5 - Procurement

A summary of State of Indiana purchasing rules and regulations

Chapter 6 - Accounting for Expenses, Expenditures

Defines and details regulations and business processes for the various types of payments from the State of Indiana to vendors

Chapter 7 - Accounting for Federal Funds

General requirements relating to federal financial assistance programs

Chapter 8 - Accounting for Capital Assets

Addresses the accountability for capital assets purchased by the State of Indiana – how capital asset records are maintained, how such assets are reported for financial reporting purposes, and the responsibility of agency personnel regarding such assets

Chapter 9 - Payroll

A summary of personnel rules and regulations and descriptions of processes used in the processing of payroll transactions

Chapter 10 - Travel

General compliance for travel by state officials and employees; includes current official travel rules

Chapter 11 - Public Records

A description of regulations regarding public records and record retention

Chapter 12 - State Institutions

A description of certain business processes at the various state institutions

Chapter 13 - Internal Service Funds

A description of services provided to state government through the various internal service funds